COTS Organizational Workgroup Minutes

July 11, 2000

Members Present: Ray Davis, DGIF (Chairman); Jerry Simonoff, DTP; Gerry Pacyna, SCC; Ted Woods, VHDA; Phil Bomersheim, CCC; Mike Thomas, DIT; Murali Rao, VDOT; Bill Price, DCR.

Members Absent: Ulysses Brown, DHR; Keith Segerson, GMU; Mike O'Neil, DSS; Bernie Hill, DOC.

Staff Present: Dan Ziomek, DTP; Andy Poarch, DIT; Diane Wresinski, DTP.

Guests: Bette Dillehay, Office of the Secretary of Technology; W. Shawn O'Connor, Compuware, Corporation.

Agenda:

9:00 to 9:10–Opening Remarks, Introductions, and Review of June Minutes - Ray Davis

9:10 to 9:40–Review and discussion of 1) proposed draft of letter from the Secretary of Technology to all agencies clarifying the AIO implementation, and 2) proposed 2001 legislation changes -- Ulysses Brown

9:40 to 10:10–Review and discussion of revised COV ITRM Standard 90-1 (COV ITRM Standard GOV 2000, Policies, Standards, and Guidelines (PSG): Process for Development, Adoption, and Distribution) -- Dan Ziomek

10:10 to 10:25–Break

10:25 to 11:45–Continuing discussion of strategy for statewide Project Management Program (PMP), with focus on implementation of previously approved PMP PSG framework:

- What is the scope and purpose of each PSG in the framework?

- Will the Commonwealth adopt a PMP Capability Maturity Model?

- What agencies will be covered by each PSG in the framework?

- Are there particular strengths of PMP approaches presented to the Organizational Workgroup to date that should be incorporated in the PMP PSG implementation strategy?

- Discussion of factors, groupings, issues and other considerations to be used when determining whether specific skills, experience, oversight requirements, activities, phases, or deliverables should be 1) mandates, 2) mandates when appropriate, or guidelines (e.g., project size, project importance, who is affected, in what way, project type, appropriateness of phase, step or deliverable to effort, etc.)

- What is the prioritized/refined PMP PSG implementation strategy?

11:45 to 11:55–Other Business & Summary of Workgroup Decisions

11:55 to 12:00–Location, Date & Time of Next Meeting–August 8

Discussion:

The July, 2000 COTS Organizational Workgroup meeting was called to order by the Chairman, Ray Davis. The June minutes were approved without revision.

Dan Ziomek introduced new member Bill Price with the Department of Conservation and Recreation and Diane Wresinski, a coworker in the Department of Technology Planning, who will be providing staff support to the Workgroup.

Due to the unexpected absence of Ulysses Brown, the Chairman postponed the first agenda item concerning AIO implementation issues and corresponding legislative changes until the next meeting.

The Chairman also noted that Ulysses Brown would be leaving state government in Virginia and moving to Atlanta. Andy Poarch noted that he too would be leaving his position at DIT in order to return to school in the fall.

The Chairman requested that Dan Ziomek present his revisions to COV ITRM Standard 90-1, now called COV ITRM Standard GOV2000-XX, Policies, Standards, and Guidelines: Process for Development, Adoption, and Distribution. Dan noted several changes made since he distributed the draft. He also noted that the domain abbreviations used in the PSG Publication Designation (Appendix 1 of the standard) were somewhat volatile due to the draft state of the domains. The Workgroup concurred with the revised standard and requested that it be forwarded for approval by COTS. Dan will present the standard for vote at the next COTS meeting. Andy Poarch will make final discussion and action on the standard a separate COTS agenda item.

Dan Ziomek further noted that he would meet with the PSA Workgroup in order to determine how best to integrate their current PSG development work into the new GOV2000-XX process flow.

Ray Davis asked that Gerry Pacyna provide the workgroup report to COTS in his absence and introduce discussion of the GOV2000-XX standard.

Dan Ziomek introduced an additional discussion topic regarding the overall approach to PSG development, i.e.: Should all standards and guidelines have a corresponding policy? Bette Dillehay and Jerry Simonoff noted that, in the past, the now defunct Council on Information Management (CIM) found the three-tiered approach, policy, standard, and guideline, to be useful; however, they also noted that policies should not be required, but rather written when value was added by doing so. The Workgroup concurred in the "value added" approach to determining when corresponding policies, standards, and guidelines are required.

The discussion turned to the respective roles of COTS, the new COTS Executive Committee, the Organizational Workgroup, and/or new, more focused workgroups or subgroups in the future development of policies, standards, and guidelines. Bette Dillehay discussed the possible need for a separate Project Management Program (PMP) workgroup reporting directly to COTS. Murali Rao noted the need for general project management experts when developing high level standards and the need for content experts at the detailed level. Jerry Simonoff indicated that PSG workgroups, regardless of their affiliation, should be crafted so that expertise would be available to address both the breadth and the depth of the assignment. The group agreed to bring the issue before COTS at the next meeting. Ray Davis asked that Gerry Pacyna, as part of his Workgroup report to COTS, introduce the PMP PSG Framework that was approved at the last Workgroup meeting, and then introduce Bette to summarize the recommended strategy of a separate PMP Workgroup to develop the Framework.

The group also discussed its remaining work and whether it would continue to meet monthly. Andy Poarch noted that a new Executive Committee for COTS would make assignments to workgroups in the future. A decision on the necessity and/or frequency of future Workgroup meetings was tabled for discussion at the next Workgroup meeting.

Summary of Workgroup Decisions:

1. Dan Ziomek will coordinate the draft COV ITRM Standard GOV2000-XX, Policies, Standards, and Guidelines: Process for Development, Adoption, and Distribution with COTS and present a final version of the standard at the COTS meeting on July 20, 2000 (as a separate agenda item).

2. Gerry Pacyna is to provide the workgroup report for Ray Davis at the next COTS meeting, including presentation of the PMP PSG Framework and introduction of Bette Dillehay to provide an overview of the PMP Workgroup strategy.

3. Three subjects were identified for inclusion in the next Workgroup meeting: implementation of a comprehensive Commonwealth AIO strategy; the future status of the COTS Organizational Workgroup; and, an alternative Workgroup meeting schedule.

Meeting Schedule:

The next meeting date for the COTS Organizational Workgroup was set for August 8, 2000. The meeting will be conducted at the Department of Information Technology (DIT), Executive Conference Room, starting at 9 AM. As a reminder, future meetings have been scheduled on the following dates (9 AM in the DIT Executive Conference Room): September 12, October 10, November 7, and December 5. Members were asked to be prepared to discuss an alternative meeting schedule at the August 8 meeting.